

**CONTRACTING AND ACQUISITION CAREER PROGRAM
CAREER INTERN AGREEMENT FOR
CONTRACT SPECIALIST, GS-1102**

1. NAME OF INTERN:

2. ENTRY GRADE: GS-07¹

3. TARGET GRADE: GS-11 / GS-12²

4. LENGTH OF PLAN: 24 / 36 Months³

5. PURPOSE: This agreement sets forth the management and training responsibilities for the DA ACTEDS intern named above.

6. REFERENCES:

a. AR 690-950, Civilian Personnel, Career Management, 31 Dec 2001.

b. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 Oct 1998.

c. PAM 690-950, Career Management, DRAFT

d. CP-14 ACTEDS Plan. The following appendices should be extracted from the ACTEDS Plan and attached as enclosures to this agreement for ease of reference, but are not all inclusive of the CP-14 career development program.

(1). Appendix F, Competencies - **GS-1102** (Enclosure 1)

(2). Appendix I, Master Training Plan, **GS-1102** (Enclosure 2)

(3). Appendix J (Including Annex 1 and Annex 2), Master Intern Training Plan and Training Record Template (Enclosure 3). Template has been individualized for named intern. A portion of page J-12 and some of pages J-13 through J-19 are not applicable to two-year interns. The pages pertinent to graduate study do not pertain to two-year interns and pages J-16 and J-17 have been replaced by the sample ACA NR Training/Hands-on Experience Rotation Plan.

(4). Appendix K, Individual Development Plan Form (Enclosure 4). Developed and approved by the Activity Career Program Manager (ACPM) for the pertinent intern.

¹ Entry Grade for PMI Interns is GS-9 and Target Grade is GS -12.

² Select target grade for named intern based on full performance level specified in intern's vacancy announcement.

³ Local commands may fund an additional year for Interns beyond DA funding.

(5) ACA NR Sample Rotation Plan (Enclosure 5). This sample can be modified dependent upon the structure of your organization and the various rotation opportunities. It can further be modified to offer one or more cross-training opportunity (DEH, DOL, DOIM, etc.), if opportunity exists. Do not limit or compromise hands-on-contracting experience if scheduling does not permit.

7. DISCUSSION:

a. MASTER INTERN TRAINING PLAN (MITP).

(1). The MITP at Enclosure 3 outlines the training and experiences necessary to provide the exposure to the core competencies interns should possess by the time they reach their target grade.

(2). The intern is required to take the mandatory Defense Acquisition University (DAU) courses required for certification at Level I and II, and Headquarters, Department of the Army (HQDA). Priority 1 courses for Interns identified in Appendix J. The template at enclosure 3 will be used to document training in required courses and competencies. Pages J-13, 14, & 15 are not applicable and removed in accordance with CPL-_____.

(3). Basic knowledge of and familiarity with the acquisition and contracting competencies identified in enclosure 1 will be obtained in DAU courses, then reinforced through on-the-job (OJT), rotational cross training and In-House training. The duration and scope of the OJT, rotational cross training, and informal in-house training may be tailored to meet the organization's requirements; however, the intern will receive exposure and training to desired levels in all of the required competencies. If responsibilities of acquisition planning, negotiations, evaluation boards, post award events, etc. are not present in the intern's hands-on assignments the supervisor should assist the intern in being invited as an observer in the more complex events.

b. INTERN'S INDIVIDUAL DEVELOPMENT PLAN (IDP).

(1). An IDP has been developed jointly by the intern's supervisor, the intern, and intern coordinator (where applicable). It considers the expertise and knowledge the individual has already acquired prior to being hired as an intern.

(2). The IDP includes all mandatory Priority 1 training required for the intern, additional training and experience in the contracting competencies identified in the CP-14 ACTEDS Plan, and additional organizational and Army-wide orientations, e.g. (1) orientation to government service for new government employees, (2) orientation to the mission and functions of the organization, etc.

(3). The IDP must be approved by the Activity Career Program Manager (ACPM), and any proposal for changes to HQDA Priority 1 training must be forwarded to the HQDA, Contracting Career Program Office (SFAE-CON) for approval. Priority 1 training change requests will include why the identified priority 1 training cannot be accomplished and provide proposed alternative or substitute training planned for the intern to ensure equivalent training.

8. RESPONSIBILITIES:

a. Activity Career Program Manager (ACPM).

- (1). Monitor the management, training, and the performance of interns.
- (2). Monitor the selection of interns in terms of qualifications and high potential to successfully complete the training program.
- (3). Approve the Individual Development Plan (IDP) for interns. ACPM is not responsible for approving training courses in electronic IDP.
- (4). Approve performance standards for interns, and act as the senior rater on intern's appraisals.
- (5). Appoint another member of CP-14 to perform the sponsorship responsibilities for intern's who are new to the organization/activity.
- (6). Ensure that a copy of the Intern's Training Record is forwarded to the ACA NR HQ for further distribution to the Contracting Career Program Office at the Acquisition Support Office on an annual basis after the completion of a year of training. A copy of the initial agreement is required by ACA NR HQ within 45 days of the on-board date of the intern.

b. Supervisor.

- (1). Advise the interns in the development of the IDPs using the MITP as a guide.
- (2). Develop intern performance plan standards. Performance objectives are based on training. Objectives will reflect training progression (both formal and hands-on experience), and whether the intern can be trained in the contracting career field.
- (3). Assign OJT as prescribed in the IDP. Nominate intern for formal training and ensure that intern attend the training. Reassign work-load to accommodate training. Coordinate rotational cross training and informal in-house training.
- (4) Provide technical guidance with on-the-job work assignments. Provide the intern(s) appropriate examples of work, provide regulation cites, and/or place the

intern with an experienced contract specialist/administrator with direction as to the extent to support the intern.

(5) Initial training template and rotation plan within the intern agreement as occurrences of training and on-the-job experiences are completed. The ACPM and the supervisors should call for periodic reviews of the agreement(s) as necessary.

(6). Evaluate intern performance, counsel intern on the quality of their performance on career appraisals and semi-annual evaluations. Make adjustments to MITP to provide additional experiences or training in areas where competency shortcomings have been identified.

(7). Consult with ACPM and recommend action to the CPAC if an intern is not progressing satisfactorily.

c. Intern.

(1) Assist in the development of the IDP, establishment of the ACRB, and all other software and/or administrative support processes.

(2). Participate fully in the activities and assignments prescribed in their IDP, and strive for a high level of work performance. Understand that the successful completion of the internship and the amount of competencies an intern acquires during a two year timeframe is greatly contingent upon the enthusiasm/motivation the intern demonstrates in both training and on-the-job. At a base level contracting facility there are no formal trainers. Supervisors are the primary mentors and will provide the guidance the intern needs beyond the regulations, the established procedures evident in previous contract files, and formal training.

(2) Review and sign this agreement which contains the MITP. Maintain the agreement and follow the local guidance in obtaining supervisor's initials upon completion of training and on-the-job experiences.

(3) Diligently complete the training plan. This entails making application for the training, processing orders, making appropriate reservations whether for flights or lodging, preparing vouchers, etc. Do not cancel scheduled DAU courses except in emergency situations.

(2). Identify to supervisor any competencies not effectively presented through training, and seek changes to the MITP to gain additional training or experience to provide the desired level of proficiency in the identified competency(s).

(3). Comply with the terms of the intern employment and mobility agreement.

9. EVALUATIONS

- a. The supervisor will prepare semi-annual evaluations. This will be accomplished concurrently with the Total Army Performance Evaluation System (TAPES) evaluation.
- b. The ACPM will be the senior rater for the intern's evaluation. If multiple supervisors are identified for the intern, each will participate in developing objectives and provide input to the ACPM for consideration.
- c. Comments by the intern concerning training received will be included in the evaluation.

10. COORDINATION AND CONCURRENCE:

Intern (Signature) Date

Supervisor (Signature) Date

Activity Career Program Manager (Signature) Date

11. CERTIFICATION OF COMPLETION STATEMENT:

"I certify that _____ has accomplished the objectives listed in her Individual Development Plan and is qualified and technically proficient to perform at the target level position."

Activity Career Program Manager Date (The certification of completion should be attached to the promotion SF 52)